



Overview of New ERP Account Codes as displayed in MCtime

	Prior to December 18, 2010				TODAY			
LABOR LEVEL	NAME	USED FOR:	HOME ACCOUNT EXAMPLE	TRANSFER EXAMPLE	NAME	USED FOR:	HOME ACCOUNT EXAMPLE	TRANSFER EXAMPLE
LL1	DEPARTMENT	Reporting, Access & Approvals	32	32	DEPT - DIVISION	Reporting, Access & Approvals	FIN 32 - Division of the Controller	FIN 32 - Division of the Controller
LL2	DIVISION, SECTION & SUBSECTION	Reporting, Access & Approvals	3210-04	3210-04	SECTION - SUBSECTION	Reporting, Access & Approvals	FIN 32 Payroll-	FIN 32 Payroll-
LL3	MANAGER	Access & Approvals	10740	10740	COST CENTER - FUND, or PROJECT - TASK	Expenditure Tracking	-	PT 0150701-22.01
LL4	INDEX CODE	Expenditure Tracking	321004001	321004001	EXPENDITURE ORG	Expenditure Tracking	-	32000
LL5	PROJECT AND PROJECT DETAIL	Expenditure Tracking	150701-22	150701-22	REASON CODE	Expenditure Tracking	-	-
LL6	GRANT YEAR	Expenditure Tracking			MANAGER	Access & Approvals	Karen Hawkins	Karen Hawkins
LL7	RESERVED FOR POLICE USE	Access & Approvals	-	-	RESERVED FOR POLICE USE	Access & Approvals	-	-

DEPT – DIVISION

Will display with full text description of the department and division. Every employee is assigned to a department but not all employees are assigned to a division.

SECTION – SUBSECTION

Will display with full text description. Not all employees will be assigned to a section or subsection.

COST CENTER – FUND or PROJECT – TASK

Hours previously charged to an index code with no project or grant year will now be charged to a Cost Center and Fund (i.e. CC 32100-001)

Hours previously charged to a index code with a project code OR a grant year, will now be charged to a Project – Task (i.e. PT 0150701-22.01)

EXPENDITURE ORG

An expenditure org must be entered in conjunction with a Project –Task. Expenditure orgs are not used in conjunction with cost center-funds.

REASON CODES

Reason codes can be used by departments to track various hours and detail the reason that they were worked, i.e. FRS and DOCR will use Reason Codes to detail why overtime was worked.

MANAGER

Previously, the number used to designate the manager represented the manager's position number in the Position Control. The number associated with the manager in Oracle, represents the manager's employee id number.





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HOME ACCOUNT INFORMATION NO LONGER DISPLAYED IN MCTIME

The Primary Labor Account in MCtime is the organizational unit and organizational hierarchy to which the employee is assigned. It includes the employee's assigned department, division, section and/or subsection (where applicable) and manager.

The employee's home account information will be maintained in the Labor Distribution module of HCM/Payroll. Department HR liaisons will be responsible for managing and updating this information in Labor Distribution (LD). If a manager or employee needs to know what their home account is in Labor Distribution, they will need to contact their department HR liaison.

Employees will still be able to override their home account information in Labor Distribution by performing account transfers in MCtime.

A crosswalk has been developed by the ERP team and is available on the MCtime and Transform MCG websites to help employees translate the codes they used in MCtime prior to December 18, 2010 (index codes, project codes, grant years) into the codes that they will use beginning with the December 19, 2010 pay period (cost center-fund, project-task, etc). The spreadsheet contains individual tabs for the actual crosswalk and specific instructions for index codes, project codes, grant years and reason codes. Below is an example of the crosswalk.

Prior to December 18, 2010				TODAY			
DEPT #	INDEX CODE	PROJECT CODE & DETAIL	GRANT YEAR	COST CENTER-FUND	PROJECT-TASK	EXP ORG CODE	REASON CODE
00	00308810M	PC9999		CC 91160-405			PC9999
01	012001021			CC 01201-001			
10	106001001			CC 10601-001			
10	103001002		11		PT 0F10001-01	10150	
10	105001001			CC 10501-001			
10	102001001			CC 10201-001			
10	107001001			CC 10701-001			
10	103001015		11		PT 0F10015-01	10150	
10	104001001			CC 10401-001			
10	108001001			CC 10801-001			
10	101001001			CC 10101-001			
10	103001011		11		PT 0F10010-01	10150	

